M I N U T E S

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

February 13, 2025

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:04 a.m. on the above-written date.

1. **Roll Call:**

Present:	President	**Valerie Lynne Shaw**
	Vice President	**Linda Blank**
	Commissioner	**Kelly Besser**
	Commissioner	**Hiram Sims**
	Commissioner	**Mayra Valadez**
Absent:	None.	

Also present: Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Templet; Administrative staff and members of the public.

2. **Opening Remarks:** Board President Shaw welcomed everyone to the meeting.

3. Approval of the Minutes:

a. Regular Meeting - January 23, 2025**:** APPROVED.

It was moved by Vice President Blank and seconded by Commissioner Valadez to approve the Minutes of the Regular Meeting held on January 23, 2025. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

b. Special Meeting - January 23, 2025: APPROVED

It was moved by Commissioner Valadez and seconded by Vice President Blank to approve the Minutes of the Special Meeting held on January 23, 2025. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

4. Public Comments on Matters Within the Board's Jurisdiction: None.

5. City Librarian's Comments and Announcements: Asst. City Librarian Susan Broman reported on past and upcoming library events.

6. City Librarian's Reports:

Discussion Items

a. Acceptance of gift from the Friends of the Sherman Oaks Library

It was moved by Vice President Blank and seconded by Commissioner Valadez to approve the following resolution. The motion passed unanimously with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-4

RESOLVED, That a gift of Young Adult Furniture for the Sherman Oaks Branch Library valued at $3,773.73 received from the Friends of the Sherman Oaks Library be accepted; and

FURTHER RESOLVED, that a letter of thanks be sent to the Sherman Oaks Friends of the Library, expressing grateful appreciation of the Board and staff for the generous gift.

b. Approval to appropriate funds from Library Trust Fund 831, Pio Pico Branch-Koreatown Parking Collections and Pio Pico Rental Space accounts to Fund 300, for alterations and improvements at the Pio Pico-Koreatown Branch Library

Asst. City Librarian Susan Broman recommended approval to appropriate funds from Library Trust Fund 831, Pio Pico Branch-Koreatown Parking Collections and Pio Pico Rental Space accounts to Fund 300, for the installation of a new entrance door and ramp to access the Pio Pico-Koreatown Branch from the back side necessitated by the construction of the park on the parking lot of the branch.

Discussion

Vice President Blank stated the cost of the door and ramp installation seemed excessive and asked about the balance in the trust fund accounts for the Pio Pico-Koreatown Branch Library. President Shaw said she was interested in that information as well. Ms. Broman stated that those funds in the trust fund had been generated from the parking and facility rental fees at the branch and would soon agendize a presentation to the Board on the trust funds account.

Vice President Blank asked if moving the entrance doors of the branch was due to the construction of the park by the Department of Recreation and Parks and whether they should have provided some of the funds for that work, since their project caused the entrance problem for the library. Ms. Broman replied that there has been an ongoing discussion of what's getting paid for by the park project, but in the meantime, the Library needed to make sure people had access to enter the library.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution as amended. The motion passed unanimously with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-5 (C-3)

WHEREAS, Staff requested the appropriation of $100,285 from the Library Trust Fund to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for the Pio Pico-Koreatown Branch entrance relocation project; and

WHEREAS, Sufficient funds in the amount of $100,285 are available in the Library Trust Fund 831:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of $100,285 from the Library Trust Fund, Fund 831, Department 44, Codes 099A ($80,285) and 099B ($20,000) to Fund 300, Department 44, Account 3040 Contractual Services; and

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

c. Approval to appropriate funds from the Unreserved and Undesignated Fund Balance (UUFB) for engagement and outreach to support the development of the Library's Strategic Plan

Asst. City Librarian Susan Broman recommended approval for the appropriation of $500,000 from the UUFB account to the Contractual Services Account 3040 within Fiscal Year 2024-25 Budget for engagement and outreach supporting the Library's strategic plan. She said the process to craft the strategic plan includes outreach to communities, select site visits, community engagement activities, and these dollars will help to do a more expansive outreach.

Discussion

President Shaw had questions about the cost of the plan and the process, and asked if the contractor for the outreach work would be working under Gensler. Ms. Broman replied that the firm would be working for the Library, but would be working alongside Gensler to do the outreach.

Vice President Blank asked if the payment for this part of the project would be separate from the contract with Gensler. Ms. Broman replied that it was a separate contract, since each contractor has its own contract.

President Shaw asked how the sub contractors would be selected. Ms Broman stated that the process begins with a Notice to Work and those who respond with proposals will be evaluated by members of the Strategic Planning Steering Team, which

is made up of five Library staff members who are working side by side with Gensler to make sure they are executing the plan that the Library wants.

Commissioner Sims had questions on the timeline for completion of the Strategic Plan and the length of time the plan would cover. Ms. Broman stated they anticipate having a finalized plan towards the beginning of 2026 and it would be for longer than three years, but the exact time period is still to be determined as part of the process**.**

President Shaw asked about the total cost of the plan. Ms. Broman said the original contract is $405,000, and the $500,000 is expanding the outreach that is part of the original contract, but staff wants to expand it well beyond that amount so the total cost of the overall strategic planning effort is anticipated to be $905,000.

Commissioner Valadez had questions of the timeline for the outreach in order to have a strategic plan delivered by early next year, and when would they plan on having the contracts signed. Ms. Broman stated that the PR and marketing bench of contractors from the existing list contractors will be engaged for specific work by issuing a notice of work for a specific task.

It was moved by Commissioner Sims and seconded by Commissioner Besser to approve the following resolution. The motion passed unanimously with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2025-6 (C-4)

WHEREAS, Staff requested the appropriation of $500,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for engagement and outreach supporting the Library's strategic plan; and

WHEREAS, Sufficient funds in the amount of $500,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB):

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of $500,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services; and

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

7. Staff Recognition: Cultural Celebration Staff Leads *(Taken out of Order)*

The Board presented certificates of appreciation to the following staff who had led Cultural Heritage celebration events: Toktam Gholami and Ramin Naderi for Nowruz celebration; Camile Campos, Joanna Fabicon, Candice Mack, Jennifer Siron and Vi Ha for co-chairing the Asian American Pacific Islander Joy Festival; Jasmin Slaughter and Alesha Jones for June Jubilee; Lupie Leyva, Deborah Spector and Medeline Peña for the Los Angeles Libros Festival; Liana Vardanian and David Turshyan for Armenian Poetry Day; Ana

Campos and Madeline Peña for Día de los Muertos family celebration; Yvette Cabrera and Vi Ha for “Songs of the Earth".

8. Commissioners’ Comments and Announcements

President Shaw reported attending the Black History event last Saturday featuring Courtney Vance. Vice President Blank and Commissioner Besser as well as Commissioner Besser’s colleague, Elena Hunter, Curator for Los Angeles Communities and Cultures also attended. President Shaw thanked Director Jené Brown for the fantastic and well attended event. She also announced that Commissioner Sims was selected as a KJLH Proven Achiever and has been featured on the radio station where he talks about what he does and about The Sims Library of Poetry.

Vice President Blank reported that the Friends Group from the Palisades Library is meeting at the Westwood Library and they have already raised funds before officially starting their fundraising for the Palisades Branch. She asked if there was any insurance to pay for the fire damage to the Palisades Library. Ms. Broman replied that the city was self-insured. She also stated that she was interested in getting information about the income that was generated from the parking and the rental at the Pio Pico-Koreatown Branch Library. She asked if there were any other libraries that also have separate funds that they are entitled to use based on those types of incomes.

Commissioner Besser thanked Director Eva Mitnick for her support of the collaboration between UCLA and LAPL, and UCLA Health in particular for LAPL’s mask distribution and education. Ms. Broman added that she was able to sit in on that meeting as well and it was great, because they made connections with other libraries in areas affected by the fires.

Commissioner Valadez stated that due to the political realities of the moment she wanted to mention that many communities feel unsafe and that many of them are directly under attack, and just as a reminder of the safe space that our libraries provide to communities across our city, the resources that libraries provide in terms of being able to learn and know about their rights; the ability to print for free and having patrons be able to print out and distribute their own Know Your Rights cards. She said that she had been recommending things like this to people that are really worried right now. She thanked the amazing staff who are committed to serving everybody in our city and to keeping ourselves safe.

Ms. Broman stated that the Library is making plans to send out instructions to staff to be prepared in the unlikely event that ICE comes to a public library, so they know what their responsibilities are, what they should do, and who they should inform. She said the Library is also in the process of translating the “Know Your Rights" cards into multiple languages to be distributed throughout the city, and will inform the Board when they are sent out.

- **Next Board Meeting Notice:** The next Regular Meeting of the Board is scheduled for Thursday, February 27, 2025, at 11:00 a.m., at the Central Library.

9. Adjournment: The meeting was adjourned at 11:59 a.m. in memory of Matthew Mattson, Webmaster in the Emerging Technologies and Collections, who had worked for the Los Angeles Public Library since January of 1997.

ATTEST:

_____	_____
Valerie Lynne Shaw	Raquel M. Borden
President	Board Executive Assistant